

STATE CONTROLLER'S OFFICE
PERSONNEL/PAYROLL SERVICES DIVISION
P. O. BOX 942850
Sacramento, CA 94250-5878

DATE: October 20, 2004

LEAVE ACCOUNTING LETTER #04-023
(CSU Only)

TO: All Campuses in the California Leave accounting System (CLAS)

FROM: JOHN R. HARRIGAN, Chief
Personnel/Payroll Services Division

RE: **CLAS CSU WORKBOOK REVISION**

The Internet version of the CLAS CSU Workbook has been updated and replaces the current PDF version. The workbook can be obtained by accessing the State Controller's Office web site at:
<http://www.sco.ca.gov/ppsd/clas/index.shtml>

After entering the web site, the workbook may be accessed by clicking on the 'CLAS References' button, then clicking on the 'CSU workbook' link.

This revision includes three new Usage Only Benefits, and adds message number "989073 – Cannot add benefit/establishment period".

Vertical revision bars in the right margins include additions, deletions, or changes. Revision bars are not inserted for format, page numbers, or minor grammatical changes. The date of the revision can also be found in the upper right hand corner of the page. Below are the pages being revised:

REMOVE PAGE(S)

15 - 17
31, 33, 35
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INSERT PAGE(S)

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If you have any questions regarding this letter, please contact the Leave Accounting Liaison Unit at (916) 327-0756.

JRH:lm:CLAS